

Activities for the Month of March 2020

May 14, 2020

**Submitted by: Denise Iseri-Matsubara, Interim Executive Director
Hawaii Housing Finance and Development Corporation**

IV. Report of the Executive Director

A. Activities Related to Housing Development

3/2/20 Together with Janice Takahashi, Deepak Neupane, Dean Minakami, and Carianne Abara, attended the monthly Waiahole Coordination meeting with Bruce Tsuchida of Townscape, Inc. to discuss progress and water issues.

Met with Deepak Neupane, Dean Minakami, Carianne Abara, and Theresa Dean to prepare for Waiahole meeting with DBEDT Director.

B. Activities Related to Housing Finance

3/10/20 Together with Janice Takahashi, Darren Ueki, and Holly Osumi, met with Director of Finance Craig Hirai and B&F staff to discuss Rental Housing Revolving Fund.

3/19/20 Teleconference call with Finance Branch Chief Darren Ueki to prepare for Kapolei Parkway – presentation by the Kobayashi Group.

C. Activities Related to Fiscal Management

Consulted with Chief Financial Officer, Holly Osumi on fiscal matters.

D. Activities Related to Planning, Evaluation and Compliance

3/4/20 Together with Janice Takahashi, Darren Ueki, and Deepak Neupane, met with Luis Salaveria, Steven Wechsler, and Tony Edwards, to discuss REITs (Real Estate Investment Trust) as a potential resource for development of Affordable Housing.

3/5/20 Attended the Hale Moena Kupuna electronic lottery in Kapolei with Governor Ige, Michael Costa of Highridge Costa, and Kent Miyasaki.

3/6/20 Held HHFDC Service Awards Ceremony to recognize HHFDC employees for their years of service. In addition, gave special recognition of two HHFDC employees who were selected as the 2020 DBEDT Employee of the Year and Manager of the Year respectively. The two employees will represent DBEDT at the Governor's Awards Ceremony sometime this summer.

3/9/20 Together with OP Director Mary Alice Evans, Rodney Funakoshi, and Ruby Edwards, attended the ceremony on the House Floor to be part of the group to receive the APA Award for Hawaii's TOD Strategic Plan at the State Capitol.

3/11/20 Met with DBEDT Director Mike McCartney to discuss SB3104 omnibus housing bill.

3/16/20 Attended DBEDT Managers meeting regarding COVID-19 impact and preparation.

3/18/20 Together with Janice Takahashi, held a teleconference call with Micah Kane and Michelle Kauhane (HCF) regarding affordable housing in Central Maui.

- 3/19/20 Teleconference call with NCSHA on stimulus needs for State Housing Agencies in light of the current crisis – rent subsidy in particular.
- Teleconference call with JoAnn Yukimura and Kevin Showe to discuss the Courtyards at Waipouli Apartments as a follow up to a request by Governor Ige and Senate President Kouchi.
- 3/23/20 Participated in DBEDT Managers teleconference meeting.
- 3/25/20 Participated in DBEDT Managers teleconference meeting.
- 3/27/20 Teleconference call with Joann Yukimura to discuss the Courtyards at Waipouli Apartments.
- Teleconference call with NCSHA on update on COVID-19 related issues.
- 3/30/20 Participated in DBEDT Managers teleconference meeting.
- 3/31/20 Teleconference call with NCSHA on proposed changes to Community Reinvestment Act.

E. Activities Related to DBEDT and Internal HHFDC Management

- 3/6/20 Attended the subcommittee meeting on Housing Finance Programs.
- 3/11/20 Teleconference call with Chair Leilani Pulmano to prepare for the March 12, 2020 meeting agenda.
- 3/12/20 Attended the March 12, 2020 Board of Directors meeting.
- 3/13/20 Held Branch Chief's meeting with senior staff.
- 3/16/20 Held Branch Chief's meeting with senior staff to discuss COVID-19 impact preparation.
- 3/17/20 Held Branch Chief's meeting with senior staff to discuss COVID-19 impact preparation.
- 3/18/20 Held Branch Chief's meeting with senior staff to discuss COVID-19 impact regarding non-essential employees.
- 3/23/20 Attended the Pre-Board meeting to discuss the April 9, 2020 Board meeting agenda.
- 3/24/20 Held Branch Chief's meeting with senior staff.

F. Activities Related to Legislature

- 3/3/20 Met with Senate President Ronald Kouchi to discuss Courtyards at Waipouli Apartments.
- 3/4/20 Met with Representative Mark Hashem to discuss legislation related to LIHTC and RHRF.
- Together with Director of Finance Craig Hirai and Matthew Dvorch, Deputy Attorney General, met with Representative Kyle Yamashita to discuss the renegotiation of Front Street Apartments lease.

- 3/5/20 Together with Janice Takahashi and Mavis Masaki, met with Representative Tom Brower to review housing bills.
- 3/9/20 Together with Janice Takahashi and Mavis Masaki, met with Senator Stanley Chang to discuss housing bills.
- 3/10/20 Attended the HOU Hearing on HB2687, HD1 relating to the Downpayment Loan Loss Reserve Program, HB2547, HD1 relating to Housing (consolidate HCDA reserved housing and HHFDC buyback/SAE programs within HHFDC), HB2527, HD1 relating to the Low-Income Housing Tax Credit, HB2470, HD1 relating to Housing (Honokaa workforce/senior housing bill), HB2449, HD1 relating to Affordable Housing (Reserved housing; cash-in-lieu payments), and HB2448, HD1 relating to Affordable Housing (GET exemption).
- 3/11/20 Met with Finance Chair Sylvia Luke and WAM Chair Donovan Dela Cruz to discuss SB3104 omnibus housing bill.
- 3/13/20 Met with WAM Chair Donovan Dela Cruz to discuss SB3104 omnibus housing bill.

G. Monthly Report on HHFDC Program Resources

See Exhibit A: Major Programs

H. Monthly Report on Contracts and Change Orders Over \$25,000

See Exhibit B: Contracts and Change Orders Over \$25K

I. Monthly Report on housing-related House and Senate Bills

See Exhibit C: House and Senate Bills

J. Monthly Status Reports

See Exhibit D: Development Branch, Finance Branch, and Real Estate Portfolio and Compliance Section

Activities for the Month of April 2020

May 14, 2020

**Submitted by: Denise Iseri-Matsubara, Interim Executive Director
Hawaii Housing Finance and Development Corporation**

IV. Report of the Executive Director

A. Activities Related to Housing Development

4/15/20 Together with Deepak Neupane, held a teleconference with Adam Roversi, Kauai Housing Director to discuss the development of HHFDC's portion of the Lima Ola project in South Kauai (conveyance of land in lieu of payment).

B. Activities Related to Housing Finance

4/3/20 Together with Finance Branch Chief Darren Ueki, held a teleconference with Kobayashi Group on Kapolei Parkway. They proposed ways to streamline and improve process to deliver housing sooner. Wants to see improved timing for bond counsel.

4/20/20 Reviewed RHRF loan closing documents with Patrick Inouye, Housing Finance Specialist. Approved RHRF loan for Hale Makana O Maili.

C. Activities Related to Fiscal Management

Consulted with Chief Financial Officer, Holly Osumi on fiscal matters.

D. Activities Related to Planning, Evaluation and Compliance

4/1/20 Teleconference call with Dave Nakamura of Mutual Housing Association of Hawaii, Inc. to listen to his concerns relating to eviction moratorium provisions in the CARES Act and in Governor's proclamation.

Teleconference call with Keith Kato regarding the impact of COVID-19 and CARES Act to project owners. Ran into problem with elevator inspections resulting from OSHA shutting down. Intervention from Governor's office to get inspector to fly out to Hawaii island to conduct LIHTC inspection and keep project on schedule.

4/2/20 Teleconference call with Trey Reffett of Senator Schatz's office for clarification of the CARES Act relating to eviction moratorium.

Teleconference with Kevin Carney of EAH Housing to discuss his concerns relating to the CARES Act and COVID-19.

Participated in DBEDT Managers teleconference meeting.

4/6/20 Participated in DBEDT Managers teleconference meeting.

4/9/20 Participated in DBEDT Managers teleconference meeting.

4/13/20 Participated in DBEDT Managers teleconference meeting.

4/14/20 Teleconference call with Makani Maeva of Ahe Group regarding the dispute occurring at the Queen Emma Building between Ahe Group and Environet owner J. Pickard.

4/15/20 Teleconference call with Deputy Attorney General Dana Viola to discuss the CARES Act – guidance on spending.

- Teleconference call with Trey Reffett of Senator Schatz's office regarding CARES Act and housing.
- 4/16/20 Participated in DBEDT Managers teleconference meeting.
- Teleconference call with Deputy Attorney General Sandra Ching to discuss the delegation of signing authority to Chief Planner Janice Takahashi.
- 4/21/20 Participated in DBEDT Managers teleconference meeting.
- 4/22/20 Facilitated HHFDC's Housing COVID-19 Forum for Developers/Owners and Managers of Affordable Rentals to share information and discuss impacts of CARES Act and COVID-19 on their rental housing properties. Listened to concerns and collected information on impacts.
- Participated in the TOD Affordable Housing Work Group Co-Chair Debrief teleconference meeting.
- 4/23/20 Participated in DBEDT Managers teleconference meeting.
- 4/27/20 Participated in DBEDT Managers teleconference meeting.
- 4/29/20 Teleconference call with Trey Reffett of Senator Schatz's office regarding insight into further COVID relief bills under consideration by Congress.
- 4/30/20 Participated in DBEDT Managers teleconference meeting.

E. Activities Related to DBEDT and Internal HHFDC Management

- 4/1/20 Held OED staff meeting.
- 4/2/20 Held Branch Chief's meeting with senior staff. Discussed DHRD's request to identify essential vs. non-essential employees.
- 4/3/20 Held Branch Chief's meeting with senior staff. Discussed the CARES Act and how it impacts HHFDC.
- 4/6/20 Teleconference call with Director Gary Mackler regarding protocol and preparation for his Senate confirmation.
- 4/8/20 Teleconference call with Chair Leilani Pulmano to prepare for the April 9, 2020 Board meeting.
- 4/9/20 Participated in the April 9, 2020 Board of Directors teleconference meeting. This was the first board meeting conducted by video conference due to air travel restrictions and social distancing requirements resulting from COVID-19 and the Governor's Emergency Proclamation.
- 4/17/20 Held Branch Chief's meeting with senior staff. Discussed the Governor's Proclamation – Hawaii Economic and Community Recovery & Resiliency Navigator - Alan Oshima. Governor Ige requested HHFDC Interim Executive Director to assist Mr. Oshima in the recovery efforts for the State and assume the position of Deputy to the Navigator.
- 4/27/20 Attended the Pre-Board meeting to discuss the May 14, 2020 Board meeting agenda.
- 4/28/20 Held Branch Chief's meeting to prepare for WAM budget meeting.

F. Activities Related to Legislature

- 4/6/20 Monitored the House Select Committee on COVID-19 Economic and Financial Preparedness Informational Briefing since the Economic Recovery Navigator was one of the standing presenters.
- 4/13/20 Monitored the House Select Committee on COVID-19 Economic and Financial Preparedness Informational Briefing.
- 4/20/20 Monitored the House Select Committee on COVID-19 Economic and Financial Preparedness Informational Briefing.
- 4/21/20 Met with WAM Chair Donovan Dela Cruz regarding the budget.
- 4/27/20 Monitored the House Select Committee on COVID-19 Economic and Financial Preparedness Informational Briefing.
- 4/29/20 Together with Branch Chiefs, attended WAM Budget Reduction meeting at the State Capitol to present budget reduction scenarios requested by WAM of 16%, 25%, and 30%. Reductions were achieved by not funding vacant positions and lower rent payments resulting from renegotiating the terms of the rental agreement.

G. Activities Related to Hawaii Economic and Community Recovery & Resiliency Navigator

As requested by Governor Ige, the HHFDC Interim Executive Director is assisting the Hawaii Economic and Community Recovery & Resiliency Navigator - Alan Oshima to coordinate, direct and implement the Hawaii Economic and Community Resiliency Plan.

- 4/8/20 Met with Alan Oshima and Governor Ige to discuss the recovery efforts of the State.
- 4/13/20 Teleconference call with Micah Kane and Chris Van Bergeijk of Hawaii Community Foundation to discuss the needs of Hawaii Restaurant Industry in light of the shut down.
- 4/14/20 Together with Alan Oshima, participated in a photo shoot and interview for the Pacific Business News.

Together with Alan Oshima, held an introductory teleconference with Mark Anderson, Administrator of the Office of Federal Awards Management (OFAM) responsible for all federal awards for the State.

Participated in daily check-in teleconference with Economic and Community Recovery & Resiliency Navigator Team.

Together with the Economic and Community Recovery and Resiliency Navigator Team, held teleconference with Sherry Menor-McNamara of the Chamber of Commerce to discuss the 4% GET forbearance.

- 4/15/20 Participated in daily check-in teleconference with Economic and Community Recovery & Resiliency Navigator Team.

Teleconference call with Lt. Colonel Ishikawa of HI-EMA to coordinate recovery efforts.

4/16/20 Participated in daily check-in teleconference with Economic and Community Recovery & Resiliency Navigator Team.

Together with the Economic and Community Recovery & Resiliency Navigator Team, held teleconference kick-off meeting with The Boston Consulting Group (BCG) who will be assisting the team.

Held teleconference call with Gwen Yamamoto-Lau of the Hawaii Green Infrastructure Authority to discuss projects.

Teleconference call with Gary Kai, Executive Director of the Hawaii Business Roundtable (HBR) to discuss upcoming forum for HBR with the Navigator.

Participated in teleconference with Economic and Community Recovery & Resiliency Navigator Team.

4/17/20 Participated in teleconference with Governor Ige and Hawaii Economic Recovery and Resiliency Team.

Participated in teleconference with Senator Schaltz and House Finance Chair Sylvia Luke regarding restoring confidence in travel to Hawaii.

Participated in daily check-in teleconference with Economic and Community Recovery & Resiliency Navigator Team.

Joined the HBR webinar with Alan Oshima, as guest speaker providing insights on the components of the statewide plan.

Together with Alan Oshima, held teleconference with Carl Bonham of the University of Hawaii Economic Research Organization (UHERO) on projections for the economy in light of COVID-19.

4/18/20 Participated in daily check-in teleconference with Economic and Community Recovery & Resiliency Navigator Team.

4/20/20 Participated in daily check-in teleconference with Economic and Community Recovery & Resiliency Navigator Team.

Participated in teleconference with the Economic and Community Recovery & Resiliency Navigator Team and BCG to review materials.

4/21/20 Participated in daily check-in teleconference with Economic and Community Recovery & Resiliency Navigator Team.

Participated in weekly teleconference with Economic and Community Recovery & Resiliency Navigator Team and The Boston Consulting Group.

4/22/20 Participated in daily check-in teleconference with Economic and Community Recovery & Resiliency Navigator Team.

4/23/20 Participated in daily check-in teleconference with Economic and Community Recovery & Resiliency Navigator Team.

Teleconference call with Karan Mistry of BCG to connect him with data collection sources within DBEDT.

Teleconference call with Norm Baker of Aloha United Way to discuss primary needs of the community given they are a major provider of social safety net services.

Together with Alan Oshima, met with DBEDT Director Mike McCartney, OP Director Mary Alice Evans, and Charlene Chan regarding restoring neighbor island travel on a limited basis.

Teleconference call with Jeanne Schultz and Amy Asselbaye to clarify roles.

4/24/20 Participated in teleconference with Governor Ige and Hawaii Economic Recovery and Resiliency Team.

Participated in daily check-in teleconference with Economic and Community Recovery & Resiliency Navigator Team.

Participated in teleconference with OHA and Native Hawaiian Chamber of Commerce.

Together with Alan Oshima, attended the Senate Special Committee on COVID-19 regarding an update on the State's action plan in addressing the spread of COVID-19 at the State Capitol.

Teleconference call with Amy Asselbaye to discuss sector coordination.

4/25/20 Together with Alan Oshima, met with Governor Ige and HI-EMA.

4/27/20 Participated in daily check-in teleconference with Economic and Community Recovery & Resiliency Navigator Team.

Together with Alan Oshima, met with Senator Dela Cruz regarding economic recovery projects.

Teleconference call with Representative Linda Ichiyama to discuss Child Care Services sector needs for re-opening since childcare is imperative once employees start returning to work.

Joined the webex meeting with Michelle Stefanov, Hawaii Public Health Recovery Leadership Team.

4/28/20 Participated in daily check-in teleconference with Economic and Community Recovery & Resiliency Navigator Team.

Participated in weekly teleconference with Economic and Community Recovery & Resiliency Navigator Team and The Boston Consulting Group.

Met with Alan Oshima to discuss sector list.

Teleconference call with Amy Asselbaye to clarify roles.

4/29/20 Participated in daily check-in teleconference with Economic and Community Recovery & Resiliency Navigator Team.

Met with Alan Oshima and Ranette Kamaka to discuss parameters for Oshima's schedule.

4/30/20 Participated in the Sustainability Business Forum, "Talk Story with Alan Oshima" on COVID-19 Best Practices on Mitigating Impact to Business Activity and discuss Green Growth Pathways to Recovery.

Attended Governor Ige's Facebook live at the State Capitol.

Participated in weekly teleconference with Economic and Community Recovery & Resiliency Navigator Team and BCG.

Joined the Omidyar Fellows “Conversation with Alan Oshima” related to COVID-19.

Teleconference call with Rob Van Tassell, CEO and President of Catholic Charities of Hawaii to prepare him for non-profit sector orientation with Alan Oshima next week.

Joined the webex meeting with Michelle Stefanov, Hawaii Public Health Recovery Leadership Team.

H. Monthly Report on HHFDC Program Resources

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